

Key Points – Accounts Payable

Key Dates

9/15	Last day to submit an invoice or an eRFIC
9/16	Last day to clear Match Exceptions
9/17	Last day to certify an invoice/approve an eRFIC
9/19	Last A/P payment run* A/P processes accruals for: 1. Match Exceptions 2. Uncertified Invoices 3. Receipt Accruals
9/20 thru 9/30	A/P Blackout Period
10/1 Target Date	A/P Opens in FMS 9.2

**All invoices that are certified, approved and matched will be processed for payment, regardless of their payment date.*

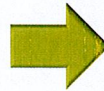
Blackout Period Impacts:

- No payments to vendors will be made
 - An emergency payment request process will be available in very limited instances – more information to follow
- No vendor invoices received after 9/15 will be processed
 - Vendor invoices received after 9/15 will be forwarded to a Division POC for year-end accrual, as needed and appropriate
- No eRFICs can be input or processed
- Re-processing of vendor invoices and eRFICs will be required when F\$M goes live
 - Invoices and eRFICs not certified/approved and ready to pay on 9/17 will be backed out of the system and re-entered in FMS 9.2
 - Transactions re-entered into FMS 9.2 will need to go back through all workflows within the Divisions

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Division Actions:

- Process and approve all eRFICs as received
- Certify and approve all invoices as received
- A/P will distribute a weekly report listing all uncertified invoices to a Division POC for monitoring and action
- Ensure PO balances are sufficient to cover incoming invoices – submit requisitions to increase PO value prior to 9/2
- Appropriately accrue for all invoices received after 9/15
- A follow-up communication will describe A/P's mechanism for Division notification of invoices received after 9/15

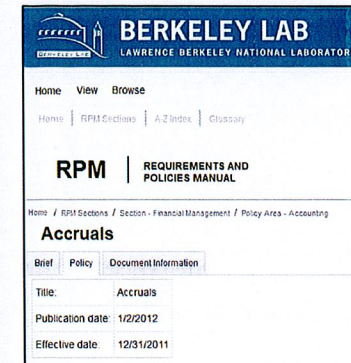


A	B	C	D	E	F	G	H	I	J
1	Date	Process Name	Vendor Name	Certifier Name	Invoice No	Vouch	Invoice	PO N	Received
16	EE	Certification	REGENTS OF THE UNIV OF CALIF BERKELEY	Standish,Charlotte E	27263-295049	01018073	5/14/2014	699572	\$139.38 5/19/2014
36	EE	Certification	STEVEN WINTER ASSOCIATES INC	Ward,Debra A	0096553-IN	01023204	6/10/2014	693991	\$10,716.67 6/11/2014
38	EE	Certification	PRINCETON POWER SYSTEMS INC	Ward,Debra A	10120	01025695	6/16/2014	702546	\$5,050.00 6/16/2014
39	EE	Certification	HELLMUTH OBATA AND KASSABAUM INC	Ward,Debra A	10.04705.06-6	01030560	4/18/2014	705124	\$8,025.00 6/16/2014
40	EE	Certification	ENERGY EXEMPLAR LLC	Ward,Debra A	EELLC1049	01025083	6/11/2014	710097	\$24,514.50 6/19/2014
60	EE	Approval	ANCIS INC	Ward,Debra A	11214	01027565	6/30/2014	708763	\$12,395.00 7/1/2014
72	EE	Certification	THEODORE COVARY	Ward,Debra A	INA_LBNL007	01027893	6/30/2014	705579	\$12,784.37 7/2/2014
80	EE	Certification	ERIK PAGE AND ASSOCIATES INC	Ward,Debra A	CERC5	01028038	7/1/2014	695215	\$1,540.00 7/2/2014
101	EE	Certification	RESOURCE DYNAMICS CORPORATION	Ward,Debra A	3660-38	01028252	7/1/2014	697435	\$13,920.00 7/3/2014
103	EE	Certification	BUILDINGGREEN INC	Ward,Debra A	5302	01028273	6/30/2014	709517	\$1,325.00 7/3/2014
105	EE	Certification	SOLUTIONS FOR INFORMATION DESIGN	Ward,Debra A	88WG-04	01028398	7/3/2014	709743	\$828.64 7/3/2014
107	EE	Certification	ENERGY AND ENVIRONMENTAL	Ward,Debra A	89013168	01028564	6/30/2014	698292	\$19,750.00 7/7/2014
108	EE	Certification	GLOBAL OFF GRID LIGHTING ASSOCIATION	Ward,Debra A	14/033	01028586	7/4/2014	706072	\$9,680.00 7/7/2014
114	EE	Certification	ION POWER INC	Ward,Debra A	12690	01029054	7/7/2014	691270	\$13,710.40 7/8/2014
115	EE	Certification	ION POWER INC	Ward,Debra A	12689	01029055	7/7/2014	691270	\$1,083.20 7/8/2014
116	EE	Certification	ION POWER INC	Ward,Debra A	12691	01029056	7/7/2014	691270	\$6,510.40 7/8/2014
117	EE	Certification	ION POWER INC	Ward,Debra A	12694	01029060	7/7/2014	691270	\$1,858.40 7/8/2014
118	EE	Certification	ION POWER INC	Ward,Debra A	12692	01029061	7/7/2014	691270	\$3,947.20 7/8/2014
119	EE	Certification	ION POWER INC	Ward,Debra A	12693	01029062	7/7/2014	691270	\$3,396.00 7/8/2014
134	EE	Certification	STANFORD UNIVERSITY	Ward,Debra A	30737-1710837	01029196	6/30/2014	705829	\$15,051.45 7/8/2014
135	EE	Certification	MASSACHUSETTS INSTITUTE OF	Ward,Debra A	90229477	01029199	7/8/2014	703809	\$54,166.86 7/8/2014
136	EE	Certification	STANFORD UNIVERSITY	Ward,Debra A	30737-1710753	01029206	6/30/2014	695137	\$39,979.17 7/8/2014
137	EE	Certification	OTHER OCEAN GROUP INC	Ward,Debra A	2948	01029258	7/5/2014	709585	\$75.00 7/9/2014
139	EE	Certification	ELECTRIC POWER GROUP LLC	Ward,Debra A	BL-31	01030234	6/30/2014	699601	\$66,384.00 7/9/2014
140	EE	Certification	LIVINGSTON ENERGY INNOVATIONS	Ward,Debra A	LBNL-140708	01029368	7/8/2014	708533	\$24,342.97 7/9/2014
146	EE	Certification	BUILDING ENERGY INC	Ward,Debra A	2027	01029450	5/23/2014	707764	\$8,000.00 7/10/2014
147	EE	Certification	BUILDING ENERGY INC	Ward,Debra A	2029	01029448	6/20/2014	707764	\$13,500.00 7/10/2014
148	EE	Certification	BUILDING ENERGY INC	Ward,Debra A	2028	01029451	5/23/2014	707764	\$13,500.00 7/10/2014
149	EE	Certification	PROSPECT SILICON VALLEY	Ward,Debra A	LBNL-062014	01029454	7/3/2014	708711	\$2,975.00 7/10/2014
151	EE	Certification	GLOBAL BUILDINGS PERFORMANCE	Ward,Debra A	Paris,20June20	01029478	6/20/2014	710422	\$115,416.00 7/10/2014
152	EE	Certification	MASSACHUSETTS INSTITUTE OF	Ward,Debra A	90229478	01029482	7/8/2014	703809	\$32,895.97 7/10/2014
153	EE	Certification	UNIVERSITY OF CAMBRIDGE	Ward,Debra A	EW9073358	01029485	7/9/2014	705715	\$43,783.00 7/10/2014
154	EE	Certification	ENERVEE CORPORATION	Ward,Debra A	1073	01029490	6/30/2014	708464	\$8,500.00 7/10/2014
155	EE	Certification	STRATEGIC ANALYSIS INC	Ward,Debra A	3792-13	01029493	7/7/2014	708343	\$568.73 7/10/2014
157	EE	Certification	SYNAPSE ENERGY ECONOMICS INC	Ward,Debra A	14-036-04	01029555	7/8/2014	709630	\$4,427.50 7/10/2014
177	EE	Certification	CALIFORNIA INSTITUTE OF TECHNOLOGY	Fischer,Marc L	17_LBNL_70380	01029699	7/9/2014	703803	\$245.01 7/11/2014
180	EE	Certification	SCRAPING HUB	Ward,Debra A	3269	01030132	7/10/2014	701499	\$65.66 7/11/2014
181	EE	Certification	WH CONSULTING	Ward,Debra A	3360	01029712	6/30/2014	708568	\$700.00 7/11/2014
184	EE	Certification	REGENTS OF THE UNIV OF CALIF BERKELEY	Ward,Debra A	26239-298927	01029751	6/14/2014	692224	\$545.38 7/11/2014

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Division Accruals

- Division Resource Analysts are responsible for booking accruals in compliance with Berkeley Lab's Accrual Policy
- Accruals may include:
 - Invoices received after the 9/15 cutoff and not input into the system due to the F&M blackout period, for goods or services received as of 9/30
 - Goods or services received but not invoiced as of 9/30
 - For construction or fabrication projects, the % complete but not invoiced as of 9/30
 - For FOB shipping point procurements, materials shipped but not received prior to 9/30
 - Airline tickets and other travel expenses for trips not included in the travel accrual processed by the Travel Office
 - Relocation and change of station costs incurred prior to 9/30 but not costed or invoiced
 - Lab paid travel related to relocation and change of station falls under the travel accrual process



Remember to only book an accrual to a project that will have a crosswalk project/activity value in FMS 9.2. This will ensure that the accrual reversal processes properly in the new system.

See further information on processing Division Accruals in the "Back-up Materials".

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Integrated Contractor Work Order (IWO) Cost Confirmation

Cost confirmation with other Integrated Contractors is required by DOE for those activities where other Integrated Contractors do work for us and then invoice us.

Due Date	
9/19	A/P will accrue for expenses not yet invoiced by 9/19; Divisions should not include IWO related items on year-end journal accruals
9/17 thru 9/26	A/P confirms costs with other Integrated Contractors
	Accounts Payable makes necessary A/P adjustments so that inter-DOE balances tie out
	<i>Note: A/P will not make any adjustments to Division project costs without first notifying the Divisions</i>